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ABSTRACT

A committee, composed of members of the Alvin Community College (ACC) Board of Trustees, Texas Commission on Law Enforcement Officer Standards and Education, and Alvin Police Department, and representatives from the faculty, administration, and student body, formulated a campus police policy handbook for the college. Development of the handbook involved seven phases: (1) discussion with other colleges about their police policy; (2) solicitation of input for the handbook from Alvin Community College Director of Police and Chief of Police; (3) open meetings with all interested parties; (4) writing of a rough draft; (5) submission of draft to interested parties for possible revision; (6) submission of the finished policy handbook to the ACC Board of Directors for approval; and (7) presentation of the handbook to campus police personnel. It was found that committee members were most interested in the moral behavior of campus police officers and the confidentiality of campus records. Non-law enforcement committee members had to be educated regarding duties and roles of the campus police; they also expressed a fear of firearms and a resentment about officers wearing guns. The committee method, though seen as the most democratic method of policy making, was found to be somewhat inefficient. Recommendations for the evaluation of the handbook, a bibliography, and appendices containing the manual itself are included. (Author/MB)

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A STUDY OF THE POLITICAL PROCESS AND DEVELOPMENT OF A POLICY HANDBOOK FOR ALVIN COMMUNITY COLLEGE CAMPUS POLICE DEPARTMENT

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by

John Bethscheider, Ed.D.

Alvin Community College

October, 1978

JC 780519

ABSTRACT

Bethscheider, John., A Study of the Political Process and Development of a Policy Handbook for Alvin Community College Campus Police Department. July, 1976, Nova University.

PURPOSE

The purpose of this practicum paper was to formulate a campus police handbook and involve interested parties through the use of the committee method. Interested committee members which formulated the policy handbook for campus police were: Alvin Community College Board of Trustees, Texas Commission on Law Enforcement Officer Standards and Education, City of Alvin Police Department, faculty association representatives, administration and student government association.

METHODS

The paper contained two main subjects: the political process involved in formulating the policy with interested parties and the policy and campus police policy handbook. The method of development of the campus police policy handbook involved seven phases. Phase one was the discussion with other colleges about their campus police policy. Phase two was a meeting with Alvin Community College Director of Police and Chief of Police regarding their input on the policy handbook. Phase three was open meetings with all interested parties. The policy was formulated at these meetings. Phase four was the writing of the rough draft of the handbook. Phase five was submission of the handbook to interested parties for possible revision. Phase six was submission of finished policy

handbook to Alvin Community College Board of Trustees for approval. Phase seven was presentation of policy handbook to campus police personnel.

FINDINGS

1. Members of the policy handbook committee were most interested in the areas of moral behavior that concerned campus police officers; for example, political activity, use of intoxicants, and gambling.

2. Committee members were concerned with the confidentiality of campus records. They thought that campus police should have limited access to confidential records of students and no access to faculty records.

3. Committee members had a tendency to represent their own interest group. This was reflected by suggestions given by committee members regarding specific areas of policy.

4. Committee members with the exception of law enforcement officials had to be educated regarding duties and roles of campus police.

5. Non-law enforcement committee members expressed a fear of firearms and expressed resentment about campus police officers wearing weapons.

6. The non-law enforcement committee members were a positive force on the committee. They acted as a check and balance on law enforcement committee members and caused campus police officials to formulate policy they might not have formulated on their own.

7. The committee method of policy formulation might be the most democratic method of policy formulation but it is not the most efficient method.

8. The Alvin Community College Campus Police Handbook was approved by the Board of Trustees on July 19, 1976. The policy will become effective September 1, 1976.

RECOMMENDATIONS

1. The Alvin Community College Campus Police Policy Handbook should be currently evaluated. Additionally, a process of continued evaluation should be established.

2. The policy handbook should be evaluated by the use of a mail questionnaire sent to local campus security departments and local police departments.

3. If the committee method is used to evaluate a policy handbook, members of the committee should be briefed regarding the purpose, role and responsibility of campus police.

4. In the formulation of campus police policy members from the lower ranks of the department should be active in the committee.

5. The Assistant Director of Research and Personnel should conduct a special study and analysis of the policy manual and its relationship to daily activity. Method to be used should be the consolidation of daily log reports, the monthly and annual reports supplemented by intensive, specialized study of records.

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PRACTICUM REPORT

I. INTRODUCTION

The campus police function on the community college campus is much more varied and more complex than is generally recognized. In all the turmoil which had surrounded campus disorders of the past decade the campus police stood alone. Conception of the campus police role ranged from that of a watchman or contracted guard to that of a professional law enforcement official with full peace officer powers. With the increase in student enrollments, the increased number of automobiles and expansion of the physical plant there is a rise in campus crime.

Contributing to the major current concern regarding campus police is the growing awareness of the fact that the police are simply not equipped to respond adequately to the increasing demands being made upon them. Campus police departments, over the years, have never been provided with the kind of resources, personnel, education, and leadership which their responsibilities have required. Substantial progress has been made on college campuses in recent years, especially when compared with the rate of improvement in the past, but such progress has occurred in an uneven manner and its effects has frequently been diminished by backsliding.

Recent improvements have centered upon providing the campus police with better equipment, more personnel, higher

compensation, increased training, and improved management techniques. All of these measures were badly needed and each contributed to raising police efficiency. But it became increasingly apparent that operating efficiency alone was not enough.

Purpose of the Study. Alvin Community College Campus Police Department has a certified Texas police department with full peace officer powers. The campus police department had no policy manual for its officers to follow. The purpose for this practicum was to formulate a campus police policy manual and involve all interested parties. Interested parties were: Alvin Community College Board of Trustees, Texas Commission on Law Enforcement Officer Standards and Education, City of Alvin Police Department, faculty association representatives, administration and student government association.

This paper contains two main subjects: the political process involved in formulating the policy with interested parties and the policy and procedure handbook. The formulation of campus police policies was a difficult undertaking. For the campus police officials who had not previously been called upon to fulfill the function, the task required the development of a systematic process by which important issues were identified, studied, and resolved. The campus police were, of course, in a position to benefit in this effort from the experiences of other administrative agencies.

II. BACKGROUND AND SIGNIFICANCE

Review of Relevant Literature. The campus security police officer has been a source of limited scholarly investigation. Although the surge of campus disorders in recent years has resulted in several articles and books describing demonstrations and their causes, very few of the articles examine the campus police policy system.

One of the earliest studies conducted in the field of campus police was in 1958 by Robert Etheridge at Michigan State University. He studied nine major mid-western universities similar in size, educational objectives, student bodies and administrative organizations. His study was conducted to analyze the organization, the administration and objectives of campus protective and enforcement programs and to compare them to the regulatory functions of the student personnel programs. Etheridge conducted structured interviews with the Chief Campus Security Officer and the Dean of Student Personnel Affairs at each of the nine institutions. The study concluded that there were no administrative relationships between university police and those areas of the university responsible for academic affairs or public service.

Etheridge recommended that a closer working relationship between the campus security police and student personnel

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[1]Robert F. Etheridge, "A Study of Campus Protective and Enforcement Agencies at Selected Universities" (Ph.D dissertation, Michigan State University, East Lansing, Michigan, 1958).

officers was needed. He called for improved hiring and training standards and examination of emergency procedures and their coordination with the community.[2]

In 1968 Alfred Iannarelli published one of the first texts on campus security police. It was primarily an operational manual and was one of the first attempts to publish material that related to campus security police policy and operations. Iannarelli's text gave commentaries on the professional aspects of campus security such as the purchasing of equipment, communications techniques and the use of personnel.[3]

The International Association of College and University Security Directors (IACUSD) in 1970 completed a twenty- question, data gathering study of each of its members organizations. The information describes each institution and ascertains the existence of certain duties, responsibilities and policies.[4]

In 1970 the National Association of State Universities and Land Grant Colleges looked at the plans to deal with dissent and the steps taken to eliminate student discontent. The article included a section on "Policies on Obstruction and Disruption" which provided examples of specific policy

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[2]Ibid., p. 87.

[3]Alfred V. Iannarelli, The Campus Police (Haywood, California: Precision Photo-Form Company, 1968).

[4]International Association of College and University Security Directors, Security Service Analysis (Macomb, Illinois: Western Illinois University, 1970).

and warning statements that have recently been adopted at colleges and universities. The section on "Policies and Practices Regarding Police" cites examples of coordination among the institution campus police and off-campus police.[5]

The importance of police formation was noted in the President's Commission on Law Enforcement and Administration of Justice Report in 1967:

> The major challenge in the formulation of policy is to deal adequately with the complex problem involved and to do so in terms that are clear, sufficiently precise, and meaningful to the officer at the operating level whose job it will be to implement it. Police agencies stand to gain from exploration of existing methods and from experimentation with new methods for more effectively communicating written police to operating personnel.[6]

Before any discussion of policy takes place it is necessary to delineate the difference between policy and procedure. The basic difference between a policy and a procedure is that a policy is formulized and recognized by the administration; a procedure is more often a set of instructions related more to the actual performance of a task.[7]

Kenney states:

> Formally speaking, a policy is a general rule for action prepared by management, although its origin

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[5]National Association of State Universities and Land Grant Colleges, Constructive Changes to Ease Campus Tensions. (Washington, D.C., 1970).

[6]President's Commission on Law Enforcement and Administration of Justice, Task Force Report: The Police (Washington, D.C.: U.S. Government Printing Office, 1967), p. 119.

[7]John P. Kenney. Police Administration. (Springfield: Charles C. Thomas Publishers, 1972), p. 47.

> may have been at the operational level. It is established "for the purpose of framing, guiding, or directing organizational activities including decision-making," and is intended to provide a relative stability, consistency, uniformity, and continuity in the operation of the organization.[8]

The distinction should also be made as to the nature of a policy and procedure manual. A policy and procedure manual is a formalized method for presenting a series of relatively stable policies. It also contains certain standardized procedures published in book form. The format should be loose-leaf with a numbering system for modifications, additions or deletions.[9]

The following statement was made in reference to a police department manual which also applies to the campus police:

> The manual in effect documents the administrative philosophy of the organization. It clearly defines lines of responsibility and authority, sets forth the organizational structure, and guides individual members of the department in the perforamnce of their work.[10]

In summaring the research effort in the last two decades between 1958 and present there is evidence that literature is scarce. Although in the last few years there has been an increase in interest regarding the operation and function of campus police departments.

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[8] Ibid., p. 47.

[9] Management Information Service, Preparation of a Police Manual (Chicago: International City Managers Association, March, 1961), p. 1.

[10] Ibid., p. 1.

The Significance and Relevance of the Study. This study was important to the development of Alvin Community College campus police. Rodney Allbright, Assistant to the President had requested that a policy manual be adopted. (See Appendix A) In the final analysis it was hopeful that the Alvin Community College Board of Trustees would approve the document.

This study was related to the core module on Educational Policy Systems because it was a study of the internal distribution of power within the institution. It was also concerned with community level politics. Representatives of various interest groups and community groups worked together in the formulation of the Policy Manual for campus police.

III. PROCEDURES

The initial method for the development of a campus police handbook for Alvin Community College involved seven phases. The purpose of proposed method was to give all interested parties a part in the policy making process.

Phase I. Review of the literature on campus police. Conferences were held with other colleges and their officials about their campus police policy.

Phase II. Meetings were held with campus Director of Police and Chief of Police for input regarding policy.

Phase III. Open meeting with the following parties present was held. (See Appendix B)

a. Representatives of Alvin Community College Board of Trustes
b. Chief of Police, City of Alvin
c. Faculty association representatives
d. Concerned administrators
e. Student Government Association representatives
f. Alvin Community College Police Chief

The purpose of this meeting was to discuss issues and receive input from all concerned.

Phase IV. A meeting was held to formulate rough draft with Campus police.

Phase V. A rough draft was submitted to all concerned parties for revision.

Phase VI. The Policy Manual was submitted for approval by Alvin Community College Board of Trustees.

Phase VII. Implementation of policy to the Alvin Community College police.

IV. ANALYSIS OF POLITICAL PROCESS

Two of the functions of this paper as explained in part one were, first to discuss the actual political process and secondly, to write the policy handbook for campus police. This section will discuss the process and analyze the political interaction. Because this study was conducted in seven phases analysis will be made of each important phase.

Phase one was a review of the literature on campus police given in part two of this paper. A conference was also held with officials of the University of Houston Clear Lake Campus Police Department.

The Director of Campus Security for the University of Houston Clear Lake stated that his department had just completed a policy manual for his campus police officers. The methodology he used consisted of meetings with his staff and each campus police officer was allowed to give input on specific issues. The Director of Security for the University of Houston stated that the most difficult aspect of writing the policy manual was covering the material and at the same time being brief so as not to confuse issues. He suggested that a basic outline of major and minor issues be formulated. He also stated that he did not think involving all of the interested parties (Board of Trustees, City Chief of Police, Faculty Association representatives, and students) was the best approach. He thought the interested parties would complicate the process, although the faculty and students could give some valuable input regarding and traffic and parking regula-

tions. The University of Houston Director did feel that Alvin Community College's outline (See Appendix B) was adequate for the formulation of a policy handbook.

The second phase of the study was a meeting with the Director of Campus Police and the Chief of Campus Police. The Director of Campus Police was at first reluctant to invite interested parties to help formulate the policy manual but finally recognized the value of input from several different sources. The Director and Chief approved the general outline (Appendix B) but requested that several items be added and the sequence of issues be changed. The Director was more concerned with general policy while the chief was more concerned with regulations relating to procedure. The Director and Chief both accepted the idea of outside representations working on the policy but thought they should be in control of the meeting. It was agreed at this time that they could be chairman and co-chairman of the committee.

Phase three took place on June 7, 1976. A formal meeting was held at Alvin Community College to discuss the issues and receive input regarding the policy manual. Present at the meeting were representatives of the City of Alvin Police Department, Faculty representative, Assistant to the President, the Chief of Campus police and a student representing the Student Government Association.

The meeting was called to order and a brief introduction was given by the assistant director of Alvin Community College Police department. The committee members present were in-

formed about their role in the formulation of the policy manual. It was agreed that the author of this paper, John Bethscheider would do most of the writing of the policy manual. It was also explained that the responsibility of the committee was to formulate a policy manual that would meet the needs of the Alvin Community College Police Department as well as the students and the institution.

The first item on the agenda was that of organizational structure of the Alvin Community College Campus Police Department. All parties at the meeting agreed that the original structure was adequate. The group decided that each position on the organizational chart should have some type of job description. It was also agreed that the Director of the Campus Police should answer directly to the President but in the future this might be changed so that he would answer directly to the assistant to the President.

The second item for discussion by the committee was that of general policy. There were several areas in which the committee felt were important enough to warrant intensive discussion. Public contacts, personal appearance, the use of weapons and the confidentiality of records were the main areas of interest to the committee. After four hours of discussion the group decided to adjourn until the following day, June 8, 1976.

It was not until this second day of discussion that the real political forces began to work. There were two committee members that did not favor the campus police carrying

weapons. Those opposed were the student government association and a faculty representative. They could not understand why campus police officers needed to carry weapons on campus. It was explained by the Director of Campus Police that these men were certified Texas Peace Officers and they were required by the state to be armed. It was also explained that this was a dangerous job at times and that officers would only use a weapon to protect his life or the life of another. The committee members in opposition stated that these men probably did not know enough about weapons to be carrying them. The Chief of Campus Police explained that each officer had completed the twenty-four hour Federal Bureau of Investigation firearm course of instruction. Each officer had to pass a section on safety and marksmanship. Committee members in opposition to the carrying of weapons both agreed that if campus police officers had completed this course they should be allowed to carry weapons.

A second area of conflict took place between the Director of Campus Security and the Chief of Police of the City of Alvin. The issue was that of hot pursuit. The question was should a Alvin Community College Police officer chase a suspect who leaves campus and enters the city of Alvin. The Chief of Police of the City of Alvin did not think a campus police officer should leave campus and enter the city. He felt the best method was to use radio communications between Alvin Community Police and City of Alvin Police. The committee called on an advisor with the Texas Law Enforcement

Commission who settled the issue. He stated that if a felony offense was committed, not a traffic offense, then the campus police officer should follow the suspect into the city.

A third area of concern to the student government association was that of a citizens right to file a complaint against a member of the campus police department. A special section "Complaint by Citizen" was (See Appendix C, page 28 complaints) included to meet this need. The Director of Campus Security also requested that a section be added entitled "Unreasonable Complaints" because he stated that many complaints were of a frivolous nature without cause.

The next section to be discussed was that of Campus Patrol. (See Appendix C, page 23) This section dealt with the actual physical security of the campu. Alvin Community College is now in the process of building several new campus facilities. Until these facilities are built the college must maintain five off-campus facilities. Security regarding these facilities was coordinated with the city of Alvin Police Department and the Brazoria County Sheriff's Department. All committee members agreed that campus police officers should keep a daily log of activities that took place at these facilities. The log might not only be useful to supervisors but to officers as well. The log would act as a reminder to the officer to check buildings, classrooms, lights and parking lots.

The last section for discussion was that of uniform regulations. All committee members agreed that the uniform

should not be worn while off duty or during any activty that would detract from the dignity of the uniform. (See Appendix C, page 30) Regulations were also specified for wearing of trousers and shirts.

VI. FINDINGS AND RECOMMENDATIONS

Findings

The methodology used in writing a policy handbook was not an empirical method. Therefore the findings will be based on observations and speculations rather than empirical data. The findings will include an analysis of the political behavior of the committee that formulated the policy and some general observations about policy formulation.

First, there was a tendency for the committee to create policy that reflected the spirit of our times. That is, it had an overwhelming concern for the moral actions of the campus police officers. The sections of the policy handbook on political activity, use of intoxicants, and gambling all reflected the interest of the committee to maintain a code of conduct for the officers.

A second finding reflects the idea that the committee was concerned with current issues of a political nature. There was concern for the confidentiality of records. Committee members thought that campus police should have limited access to confidential records of students and faculty. They also believed that information which the campus police kept in their files should be safeguarded against misuse.

Thirdly, is also interesting to note that each committee member represented his/her particular interest group. Many of the suggestions given by the committee members reflected their own personal interest. For example, students were concerned with complaints against the campus police.

The Chief of the city police department was concerned with jurisdiction over territory. Faculty representatives were concerned with malicious gossip and board members were concerned about the possible political activity of police department members who might participate in local elections. It is obvious that the finished product represented not only the collective interest of these groups but their individual interests as well.

Another important finding was that with exception of the chief of police and director of security, other committee members knew very little about the function of the campus police. Most committee members thought the primary job of the police was that of traffic. Hence, it was necessary to educate the committee members regarding duties of the campus police. They were not fully aware that the police served very valuable functions such as keeping the peace, security of buildings, night guard duty, protection of students in the parking lot, making emergency calls, fire safety and first aid.

A very important observation made by the author was that the non-law enforcement committee members had a real fear of firearms and resent campus police wearing firearms. A considerable amount of time was spent in the formulation of policy regarding firearms. (See Appendix C) The committee members fear of firearms resulted in a very positive and comprehenisve firearms policy. The policy protects the citizens as well as the officers. If the committee had only

been composed of law enforcement personnel, a firearm policy might have been formulated in less measurable terms; so the non-law enforcement committee members acted as a check and balance of power.

The last finding was that while the committee process may be a fair method of developing policy it is also a cumbersome and less expeditious method. The most efficacious method might be one in which one person writes the policy and the committee makes recommendations. A committee with too many people with varying views complicates the policy making process.

The Alvin Community College Campus Police handbook was approved by the Board of Trustees on July 19, 1976. The policy will become effective September 1, 1976. The Board was concerned with the review of campus police policy and stated that the policy will be reviewed in August of 1977.

Recommendations

The problem of formulating a campus police policy manual was no small task. The problem was complicated since it was concerned with the regulation of human behavior. It is also concerned with one of the negative aspects of campus life, social control. Regulations regarding safety, firearms, complaints against officers, and use of force are emotional issues. Hence, they are often the subjects of a controversial nature. The following recommendations will not only improve the efficiency of a policy making committee but they will also result in a more effective campus policy handbook.

The first and most important recommendations concerning the Campus Police Policy manual relates to evaluation. The policy manual should be currently evaluated; additionally, a process of continual evaluation should be established. There are several methods of evaluation that might be used. The first is a mail questionnaire sent to local police chiefs and campus police officers. They would be asked to read the policy manual, make recommendations and point out any potential problem areas.

The form sent to the various departments would give the director of campus security the opportunity to simply check opinions on the different sections of the policy manual or make recommendations on problem areas (See Appendix D - Policy Manual Evaluation Form). It should be noted however, that because of the length of the handbook each director would be telephone beforehand to insure his interest in cooperation for the survey.

Another evaluation centers around internal scrutiny. Campus police officers should be required to make notes regarding issues of policy and discuss these problems at periodic policy manual meetings.

A third means of evaluation is to evaluate the policy as it comes into practice. Each time there is a problem in which the policy handbook is referred, a note should be made to evaluate that particular section of the policy manual. It should be noted however, that no one expects a policy manual to cover all situations or problems.

The second recommendation is that if the committee method is used to write a policy manual, members of the committee should be given information beforehand regarding the area of the policy manual to be reviewed. One problem noted in the section of findings is the education of committee members. Very few of the policy manual committee members knew anything about the role and responsibilities of the campus police officer. A recommendation would be to meet first with non-law enforcement committee members and explain the purpose, role and responsibility of campus police. This is the reason why police departments fear civilian review boards on discipline matters.

A third recommendation would be to include campus police officers from the ranks to serve on the policy committee. Too often the people formulating the policy are from upper supervisory positions. Input from the lower ranks not only assists in the actual policy making but it strengthens department morale as well.

A fourth recommendation is that the Assistant Director of Research and Personnel for the campus police conduct a special study and analysis of the policy manual and its relationship to daily activity. The consolidated daily log reports, the monthly and annual reports need to be supplemented by intensive, specialized studies of records data bearing upon specific campus police problems. Such studies will facilitate effective planning and lead to better use of departmental resources.

Personnel problems, organizational changes, budget request, design of a new campus police facility, distribution of the force by function, are representative of an almost endless succession of a problem situation which requires analytical attention. Consolidated daily reports together with monthly and annual reports merely reveal problems; they do not furnish solutions. The method of attack of the procedure to be employed can only be determined through special study of the policy manual.

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APPENDICES

APPENDIX A

OFFICE OF THE PRESIDENT

ALVIN COMMUNITY COLLEGE

3110 MUSTANG ROAD
ALVIN, TEXAS 77511
(713) 331-6111

May 7, 1976

Mr. John Bethscheider
Alvin Community College
3110 Mustang Road
Alvin, Texas 77511

Dear Mr. Bethscheider:

The Alvin Community College Board of Trustees have requested that some policy be formulated regarding campus police operations. Would you chair a committee and formulate a handbook for campus security police? This handbook will be presented to the Board for approval.

In your committee operations, you should include the following groups of people: Alvin Community College Chief of Police, Chief of Police Alvin, Texas, representatives of Student Government, faculty representatives and trustee board member.

Your help will be appreciated.

Sincerely,

A. Rodney Allbright

A. Rodney Allbright
Assistant to the President

ARA:dh

APPENDIX B

Outline for Proposed Policy Manual
Alvin Community College
Campus Police

I. Organization of the Security Department
   A. Formal Organization
   B. Organizational Chart
   C. Director of Security
   D. Commissioned Officers

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   A. Conduct Regulations
   B. Duty Time
   C. Public Contact
   D. Questions of Citizens and Students
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   L. Responsibility for College Property
   M. Use of Department Reports, Records and Communications

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APPENDIX C

ALVIN COMMUNITY COLLEGE

CAMPUS POLICE DEPARTMENT

POLICY MANUAL

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INTRODUCTION

PURPOSE To standardize policies and procedures for the operations of the Alvin Community College Police Department.

SCOPE All personnel employed by the Alvin Community College Police Department will read and abide by the policies and procedures set forth in this manual.

GENERAL The Alvin Community College Police Department was officially designated as such on November 1, 1974. At this time Commissioned, uniformed police officers were implemented to insure maximum security and safety for college property, faculty, staff, and students.

The functions of the Department are many and varied. As stated, the primary functions are to insure maximum security and safety. This is accomplished by foot and motorized patrols. Additional functions include: investigation of all offenses committed against Alvin Community College, investigation of traffic accidents, locating staff, faculty, and students for emergency messages, providing security for college activities and functions, and assisting faculty, staff, students, and visitors as needed.

To insure that these functions and any others that may arise are accomplished in a professional, ethical, and tactful manner, the following policies and procedures are implemented.

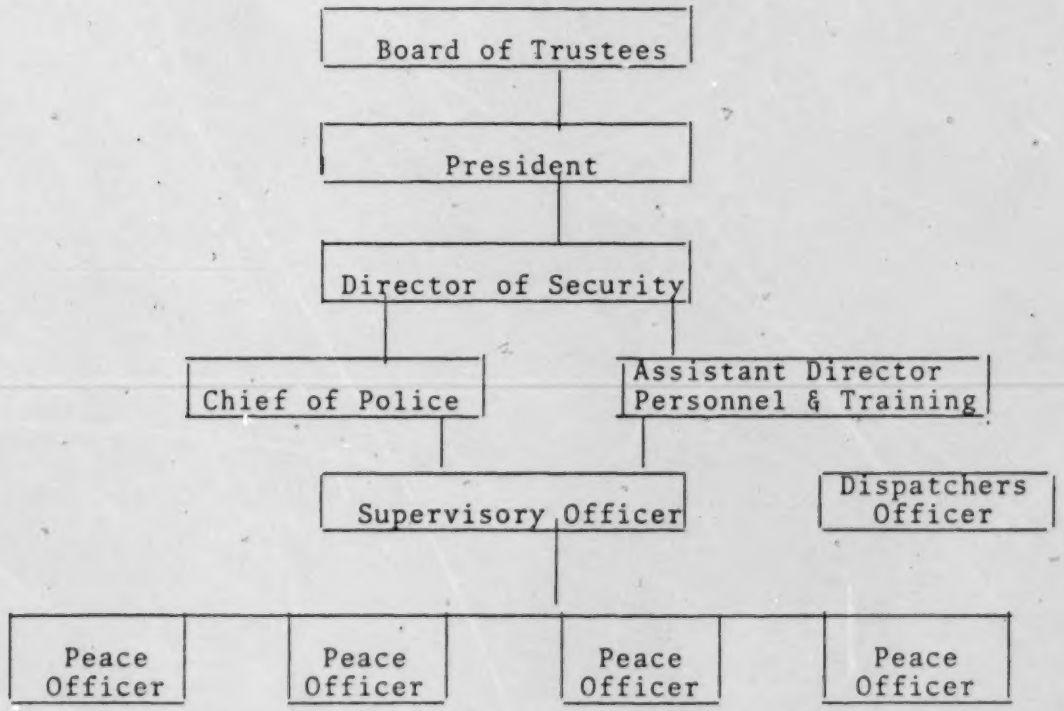
As new policies and procedures are implemented, it will be the individual officer's responsibility to insert each policy or procedure into his manual in the proper sequence and note appropriately in the index.

FORMAL ORGANIZATION

The Security Department shall consist of commissioned Peace Officers, necessary civilian employees and shall include uniformed civilian personnel.

The Department shall be organized with such divisions, sections, units, or offices as may be established by the Director of Security.

The organizational chart will reflect the chain of command and operational plan for the Security Department.



DIRECTOR OF SECURITY

The director of Security shall be appointed by the President of Alvin Community College and reports directly to him.

As executive officer of the Security Department, the Director of Security, shall be a duly qualified Peace Officer of the State of Texas.

Subject to pertinent laws, these regulations, and the orders of the President, the Director of Security shall have authority over all units of the Alvin Community College Police Department, and over all its members and employees. The Director may also promalgate to the Department such orders or instructions, written or oral, which are not inconsistent with the law, these regulations, or any orders of instructions of President. Orders to the Department shall be issued by the Director, by the direction or approval of the President. Directives and other means of conveying the policies and commands may be issued in the following forms: regulations; general orders; special orders; memorandums; policies; manuals; bulletins; and verbal orders.

Duties and Responsibilities

The Director shall be personally responsible to the President of Alvin Community College for the execution of the Department's mission. He shall promptly execute all orders and observe all regulations prescribed by the President, and shall be responsible that all such orders and regulations are obeyed and carried out. He shall be directly and personally responsible to the President for the discipline, training, efficiency, and morale of the Department. He shall keep his office upon and manned during the time prescribed by the President.

He shall establish and maintain a system of internal inspections and controls within the department to insure efficient administration and operation.

He shall cause to be investigated all charges brought against any member of the Department or employee thereof.

SUPERVISORY OFFICERS

Supervisory officer ranks are designated as Assistant director, chief, sargeant.

Supervisory officers shall take precedence by seniority, i.e., date of appointment in present rank, unless otherwise ordered by proper authority. The assigned senior officer present for duty in each subdivision of the force shall be in command of the subdivision unless otherwise ordered.

Each Supervisory officer has sufficient authority to perform his assigned mission and any supervisory officer who is directed to act in a capacity of rank above his ordinary or usual rank shall for that necessary time possess the authority of that rank.

Every member of the force has a supervisory officer; namely, the next officer above him in the line of command. All supervisory officers are accountable for the proper execution of every order and, therefore, are required to supervise the execution of every order, written regulation, oral instruction or delegation of authority. The lack of his physical presence does not relieve him of his supervisory responsibilities. It is his specific duty to know who his immediate supervisory officer is and his duty to ensure that all subordinates know their supervisory officer.

Duties and Responsibilities

He shall be held responsible for the effective performance of his assigned duties as detailed in the Department regulations, manuals, orders (written or verbal) or in the generally accepted and traditional customs of the department. He shall convey the intent and spirit of orders and directives to all subordinates.

He shall display personal and supervisory qualities that foster efficiency, discipline, and morale in his subordinates. He shall set an example in sobriety, courtesy, initiative, courage, integrity, sincerity, decisiveness, judgement, fairness, and devotion to duty.

He shall be continually responsible to members of higher rank and shall always follow through on his assignment to ensure that subordinates know and understand department policies, procedures, and orders.

He shall promptly obey all orders of the Director of Security and he shall issue such orders as are necessary in a clear, concise, and definite manner to his subordinates. He shall not issue any order that is unlawful or in violation of Department regulations.

Except in an emergency or when it is required for the good of the Department, the supervisory officer shall not give any order to a subordinate who is not assigned to his command.

He shall conduct personal inspections of suitable intervals to determine that all assignments are performed as ordered; anticipated results are attained, Department resources are fully exploited for the accomplishment of the Department missions, and that any apparent needs or operational deficiencies of the Department are revealed.

He shall make an immediate, impartial report to the Director of Security relating any incident of which he is aware that involves a violation of law or department regulation by any subordinate member or employee of the Department. He shall similarly bring to the attention of the Director any complaint lodged against any member or employee by another person.

If the circumstances so warrant, each supervisory officer may immediately suspend (3 days maximum) a member or employee from a given tour of duty and require such member or employee to report to the Director of Security on the next working day of the Director even though such day may be the violator's regular day off. Such action will be contigent on the supervisory officer's coordination of the suspension with his superior officer, and submission of a report covering circumstances of the suspension.

He shall make certain that subordinates observe regulations, obey orders, and properly execute the details, assignments, and functions of the department and otherwise maintain high standards of discipline.

He shall not abuse those under his command by tyrannical or capricious conduct, by disrespect for their dignity as human beings, or by harsh, abusive and degrading language.

He shall inspire confidence and industriousness in his subordinates by the use of tact in giving orders and by constructively correcting mistakes. He shall test understanding of instructions with care so that the subordinate will know in detail what he is to do and how he is to do it.

He shall avoid, as far as circumstances may permit, the censuring of a subordinate in the presence of others and he shall be fair and impersonal in evaluating the work of subordinates.

He shall be responsible for the development and maintenance of proper professional attitudes of his subordinates in their dealings with the public.

After completing his tour of duty, he shall report to his relief officer all the facts and conditions relative to Department business that may be necessary so that the relief shift coming on duty may know what Department action has been taken and what remains to be done.

He shall, when designated to serve as senior officer, in the absence of the Director of Security, perform the functions of the office of the Director with the delegated authority of that office.

Upon assignment, he shall assist at, be present for, or conduct roll call in accordance with specific orders of the Director of Security. He shall when participating in roll call, be held equally responsible with the superior officer calling the roll for the attendance of all subordinate personnel. He shall ensure the fitness for duty of all personnel and shall inspect their uniforms, weapons, and equipment. He shall be responsible that all special duty assignments, orders, or instructions necessary for the proper performance of the Department mission are carried out.

Upon assignment, he shall conduct roll call for all incoming members of patrol units after the completion of the tour of duty. He shall inspect their physical conditions, uniforms, weapons, and equipment. Absence from roll call by any member shall be reported immediately to the Director of Security. Reports from the incoming relief shall be collected and delivered to records.

COMMISSIONED OFFICER

General

Every Peace Officer, regardless of his assignment, shall be responsible for carrying out the mission of the Department, namely: protection of life, liberty, and property; enforcement of all laws and regulations, including those of the State of Texas; preservation of the peace and public order, prevention and repression of crime; detection of violations of law; apprehension of violators of the law, and giving aid to those persons requiring assistance.

Duties and Responsibilities

He shall familiarize himself thoroughly with the entire campus area.

He shall keep alert to locations of possible trouble on his beat, taking notice of all suspicious persons or activities, and shall report all places on his beat wherein he believes law violations occur.

Every officer shall report for duty and be present at roll call at the time specified. He shall be in the prescribed uniform at roll call and shall have on his person the Department's regulation arms and equipment maintained in proper condition. Before going on duty, he shall acquaint himself fully with the current information published or posted on the Department bulletin boards.

Every officer shall patrol his beat constantly during his tour of duty. Upon reaching the area of his patrol, he shall immediately make a complete tour of his beat. During his patrol, he shall vary his route of patrol so as to prevent potential offenders from establishing a knowledge of his patrol pattern and he shall re-check frequently all locations that require attention. Except for justifiable purposes, an officer shall not conceal himself from the public view nor shall he use any public or private conveyance to patrol his beat.

An officer who finds it necessary to be absent from the confines of his post during his tour of duty for any legitimate purpose, not in the line of duty, shall first seek permission from the officer in charge of the shift, either directly, by telephone, or other means. He shall give the reason for his absence, the probable length of

his absence and where he intends to go. If the reason for leaving is urgent, and permission to leave the post cannot be obtained in advance, an officer may, after notifying the dispatcher, leave his post for such time as shall be necessary and immediately upon his return to post, shall report the circumstances to the officer in charge of the shift.

After roll call every officer shall proceed without delay to his post and shall relieve the officer whose tour of duty is completed. While on duty he shall not leave his post or beat except when ordered to do so by proper authority or when properly relieved, except in the case of legitimate emergency. If an officer is obliged to leave his post temporarily on departmental business, he shall if possible, notify the dispatcher when he leaves, and when he returns.

An officer who requires relief from duty because of sickness or injury shall, if he is able to do so, notify or cause to be notified the officer in charge of the shift.

An officer shall not refuse to give assistance for the protection of persons and property outside of or nearby his beat if such assistance requires his immediate attention. He shall return to his post as soon as possible and shall report the circumstances of the assistance rendered to his shift supervisor.

An officer engaging in conversation with civilians or members of the Department while in the public view shall limit such conversation to a brief period of time, unless such conversation involves the interview of complainants or witnesses; interrogation of suspicious persons; or answering requests for directions or public information.

Every officer shall take cognizance of and shall report all hazards, dangerous conditions, needed repairs or any other condition likely to prove dangerous to the public.

Every officer shall report the presence of any litter, garbage, dead animals, or other offensive matter found about campus.

An officer shall see that the buildings on his beat are properly secured and shall examine for evidence of forced entry and vandalism all buildings whether in use or vacant.

Every officer shall keep a private record of his work and shall enter therein notations of all matters of importance concerning any of his official acts, whether on post, in court, or elsewhere. He shall also enter therein any item of importance to the Security Department that comes to his attention.

An officer on whose post frequent preventable offenses occur without detection or arrest of the perpetrator shall be presumed guilty of neglect of duty or inefficiency and charges of neglect of duty may be preferred.

All officers assigned to patrol shall alternate close foot patrol with mobile patrol of assigned districts during tours of duty and as circumstances allow.

PART II

GENERAL REGULATIONS

ALL MEMBERS

CONDUCT REGULATIONS

Duty Time

Members or employees of the department shall not devote any of their "on duty" time to any activity other than that which relates to their job role and shall not perform any law enforcement duty in uniform for the purpose of private gain, unless properly authorized.

Public Contacts

An officer engaging in conversation with civilians or members of the department while in the public view shall limit such conversations to a brief period of time, unless such conversation involves the interview of complainants or witnesses; interrogation of suspicious persons; or answering request for directions or public information.

Duty to Obey

Every member of the department shall promptly obey, without reservation, the regulations of the department and all the lawful orders of a superior officer and shall conduct his or her personal and official life so as to bring credit to the department.

Civility

All personnel of the department shall be civil, orderly, diligent, discreet, courteous, and patient as a reasonable person is expected to be in any situation and shall not engage in any altercation, physical or otherwise, whether on duty or not, with any other member or employee of the department.

Questions of Citizens

All personnel of the department shall answer questions from citizens in a courteous manner and if unable to supply the answer, shall make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation. If requested, a member of the department shall give his badge number in a courteous manner to any person who so requests.

Divulging Information

A member or employee of the department shall not divulge to any unauthorized person, in or out of the department, i.e. (one who does not have an official "need to know") any information concerning the business of the department and shall not talk for publication, be interviewed, make public speeches on or impart information relating to the official business of the department unless authorized by some proper authority.

Controversial Discussion

A member or employee of the department shall not speak slightly of any nationality, race, or religion.

Respect

On or off duty, in uniform or out of uniform, a member or employee of the department shall extend the proper courtesy and respect toward all superior officers of the department.

Truthfulness

A member or employee of the department shall speak the truth at all times and under all circumstances. In cases in which he or she is not allowed by the regulations of the department to divulge facts within his or her knowledge, he or she will decline to speak on the subject.

Criticism and Malicious Gossip

A member or employee of the department shall not criticize any other member, or employee, except in constructive criticism or advice, nor shall the member or employee maliciously gossip about any member, order, policy, procedure, case or event that should remain police information nor shall a member or employee cause discredit to or lower or injure the morale of the personnel of the department or that of any individual of the department.

Political Activity

A member or employee of the department shall not engage in political activity in behalf of, or against, any candidate or political question while representing themselves (either actively or by inference) as a member or employee

of Alvin Community College or of the Police Department. Nothing contained in this regulation shall be construed to mean that a member or employee of the department is prohibited from exercising his or her legal voting rights.

Contributions

A member or employee of the department shall not seek or be obliged to make contributions in money, service, or otherwise for any political purpose.

Intoxicants, Drugs, etc., Possession

A member or employee of the department shall not bring, place or permit to be brought or placed, or allow to be kept in any building, location or vehicle within the department any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic except in the strict performance of law enforcement duty as required by regulations, orders, or law.

Use of Intoxicants

A member or civilian employee of the department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. When off duty, the member or employee of the department shall not drink intoxicating beverages to an extent that it would render one unfit for immediate duty.

Use of Drugs

A member or employee of the department shall not use or render himself or herself unfit for duty through the use of narcotics, exhilarants, hypnotics or other toxic drugs unlawfully administered.

Gambling

No game of chance, card playing, gambling of any kind shall be permitted of any member or employee while on duty or in uniform. No game of chance, card playing, gambling of any kind, or game of contest for gain or amusement shall be permitted in the Security Department.

Written Communications

No member or employee of the department shall send any written communication about the department's business to any

persons, firm, or other law enforcement or public agency without consent of their immediate supervisor.

False Information on Records

A member or employee of the department shall not make false official reports or knowingly or willingly enter or cause to be entered into any departmental books, records or reports, any inaccurate, false or improper information or material matter.

Use of Force

A member of the department shall use no more force than is necessary in the performance of their duties. In the event of forceful or violent resistance in the discharge of duties as a Peace Officer the officer shall use such force as is necessary for overcoming any resistance that may be encountered.

Assisting Fellow Members of the Force

Members of the force are expected to be firm and calm in their actions at all times and at time of peril shall act together to protect each other from danger and for the restoration of peace and order. A member of the force who shrinks from danger or responsibility when duty requires that he meet it shall be deemed unworthy of a place on the force.

Reporting for Duty

Every member of the force shall report for duty and be present at the time and place specified. He shall be properly equipped with the regulation weapons and other accouterments and shall be clothed in the prescribed uniform of the day.

Physical Fitness

Every member of the force shall keep himself or herself as physically fit as his or her duties require. The Director of Security may order any member of the force to submit to a physical examination whenever circumstances dictate that it is in the best interest of the member and the department.

Bearing

A member of the force shall carry himself as befits an officer of the law and a representative of the sovereignty of the State.

Neatness

A member of the force shall be neat and clean about his person. He shall be cleanly shaven and shall have his hair neatly trimmed according to department standards at all times.

Knowledge of the Campus and Surrounding Area

Every member of the department shall familiarize himself with the geography of the campus and surrounding area, including routes of public transportation, the location of streets, bridges, public buildings, and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superiors from time to time.

PART III

STANDARD OPERATING PROCEDURES

Basic Work Week

The basic work week for members and full time employees of the department is established as being forty hours duration. Part-time employees shall work specified hours. The work week will cover the period of twelve midnight Sunday to twelve midnight the following Sunday.

Use of Weapons

A member of the force who finds it necessary to use his baton, mace, or any other weapon in making an arrest or attempting to make an arrest or who shall find it necessary to discharge his service revolver or any other firearm under any condition, while on duty shall immediately notify the Director of Security who shall conduct an immediate investigation as to the possibility of injury to any person or property and to the propriety of the member's use of his weapon.

Firearms

Uniformed Peace Officers of the department will be armed when on duty. They shall carry a revolver and ammunition that is issued or approved by the department. No provision is made for carrying automatic pistols while on duty.

No ammunition is to be carried "on duty" that is not issued by the department. This includes extra ammunition carried in the gun belt or in equipment cases.

Second weapons ("hideout weapon") will not be carried by the officer.

Firearms are to be used only:

1. To protect the life of an officer or another person or to prevent serious injury when there is no other alternative.

2. To apprehend a violent person who is "known to be armed and dangerous" and who cannot be apprehended without risking loss of life or serious injury.

Unless one of the above conditions is present, the use of firearms is not permissible.

Except in the case of authorized firearms training, any officer firing a gun on duty, accidentally or otherwise is required to immediately submit a detailed report of the incident. All such incidents will be reviewed by Director of Security.

To insure that shooting incidents are investigated and to insure that safe practices are followed in handling firearms, the following regulations are adopted and will become effective with the publication of this instruction.

I. Shooting While on Duty

A. Any officer firing a gun while on duty will immediately make a report to the immediate supervisor. Before ending his tour of duty the officer will submit a written report. This includes any accidental discharges.

B. On receipt of information that a shot has been fired, the immediate supervisor will cause an investigation to be made. A report of the investigation will be submitted.

C. The Director of Security shall be advised of the shooting incident immediately.

II. Shooting While Off Duty

A. Any officer firing a gun while off duty, except while engaging in lawful sporting activity, is required to submit a report of the incident to the Director within twenty-four (24) hours of the incident.

B. A report to the Director of Security does not relieve the officer from any responsibility to report the incident to the local law enforcement authority.

C. Reports made to the Director of Security in such instances are mandatory and are for personnel files only. No reports made for such purposes will be released outside the department.

III. Wounding or Death of a Person by Gunshot

A. If an officer is wounded or wounds or kills anyone by gunshot, the senior officer on duty will immediately notify:

1. The Director of Security

2. In the absence of the Director the next available administrator in the chain of command beginning with the President of Alvin Community College.

B. The Director will cause an investigation to be made into the circumstances of the incident.

IV. Security and Handling of Firearms While on Duty

A. Firearms stored in the Security Department must be kept securely locked.

B. Except as part of an inspection, sanctioned practice, or in the line of duty, firearms will not be aimed or dry fired in or around any college facility.

C. Except as part of an inspection or sanctioned practice, firearms will not be cleaned, repaired, loaded, or unloaded in any college facility. This does not include shotguns or other weapons removed from the armory for a special purpose.

V. Displaying Firearms

A. Officers shall not display their firearms, or draw them in any public place except for necessary inspection or use, nor shall a firearm be carelessly left anywhere unattended. All firearms coming into the possession of any member of the department shall, immediately upon receipt, be unloaded, unless required in such loaded condition as evidence.

B. Officers shall not intentionally fire their guns except as authorized by law or at a target range. Officers firing a gun "on" or "off" duty, accidentally or intentionally, except on a target range or when legally and lawfully engaged in hunting or sporting activity, shall report same to the duty supervisor either by radio or telephone, and as soon as practicable by submitting a written report.

Condition, Loss, or Damage to Firearms

A member of the force having temporary or permanent custody of department weapons or ammunition, in addition to his service revolver and associated ammunition, shall be held accountable for the security, amount and condition of said weapons and ammunition throughout the period that said weapons and ammunition remain in his custody.

Custody of Department Weapons or Ammunition

A member of the force having temporary or permanent custody of department weapons or ammunition, in addition to his service revolver and associated ammunition, shall be held accountable for the security, amount and condition of said weapons and ammunition throughout the period that said weapons and ammunition remain in his custody.

Repair or Alteration of Firearms

A member of the force shall not alter or repair any part of his service revolver without the approval of his immediate supervisor.

Change of Address

Every member and employee shall be responsible for informing the proper superiors of his current address and any change of addresses shall be reported immediately.

Telephone Requirement

Every member of the department shall maintain a telephone at his residence.

Release of Telephone Numbers

No member or employee of the department shall release to the public or any public agency the restricted home telephone number of any other member or employee of the department without authorization from his or her immediate superior.

Warrants for Assault Upon a Peace Officer

A member of the force shall not make application for a warrant charging another person or persons with an assault upon said member without first reporting the facts of the case to his immediate supervisor. The immediate supervisor shall forward to the Director of Security a full report and shall not grant the issuance of a warrant without permission from the Director. A member of the force shall not compound any offense committed against his person or property or withdraw any complaint without the consent of the Director of Security.

Custody of Prisoners

Any member of the force who has at any time the custody of any person or persons under arrest or detention shall be responsible for the proper safeguard of such person or persons and their property for the period of time they remain in his custody.

Handling Money and Property

All money or other property coming into the possession of any member of the department through the normal course of duty, which is not his own, shall be delivered to the proper custodian of the department or to a superior officer and a report shall be made of the transaction.

Return of Personal Property to Rightful Owner

Whenever any member or employee of the department has an occasion to return personal property held by the department to the rightful owner or to the owner's authorized representative, the member or employee shall obtain from either the owner or the representative, his signature on a departmental "Property Recovery and Release" form. This receipt form shall include a brief description of the property, the reported value, the case number and the signature of the member or employee who makes the transaction.

Knowledge of Regulations

Every member and employee of the department shall have a copy of the regulations of the Alvin Community College Campus Police Department and shall be familiar with the provisions thereof.

Use of In-Service Training Bulletins, Policies, and Procedures

A member of the force shall be held accountable for all information contained within the in-service training bulletins, policies, and procedures distributed by this department and shall practice all the procedures and shall utilize all the information set forth therein.

Incurring Department Liability

A member or employee of the department shall not incur a liability chargeable to the college unless with the knowledge and consent of the Director of Security.

Membership in Military Organizations

A member of the force is prohibited from voluntarily joining any federal or state military organization without the permission of the Director of Security. Nothing contained in this regulation is intended to interfere with or affect the discharge of a member's compulsory military obligation.

CAMPUS PATROL

Main Campus Patrol

DUTIES

A. Maintain Daily Log (Annex #1).
B. Insure that all buildings, offices, and sensitive areas are secured when not in use. (Published in Orders Book)
C. Physically check campus, buildings, and facilities at least once each hour to insure they are secure.
D. Open building and classroom doors as necessary for college classes and activities.
E. Maintain radio communications with Chocolate Bayou Campus when Chocolate Bayou security is operational. This will be accomplished every hour on the hour.
F. Check parking lots and issue traffic citations as necessary.
G. Check emerging lighting systems twice during each tour of duty.
H. Perform other duties as required.

Chocolate Bayou Campus

HOURS OF OPERATION

A. Monday - Friday - 10:00 p.m. to 7:00 a.m.
B. Saturday - 7:00 p.m. to 7:00 a.m.
C. Sunday - 7:00 p.m. to 7:00 a.m.

DUTIES

A. Maintain Daily Log (Annex #1).
B. Insure that all buildings and classrooms are secured when not in use.
C. Check campus, buildings, and classrooms at least once each hour to insure they are secure.
D. Maintain radio communications with Main Campus.
E. Perform other duties as required.

Rosharon Campus

SECURITY

A. Periodically checked for security by the Chief of Police and the Brazoria County Sheriff's Department.

PROVISIONS FOR SECURITY

A. Employees have been instructed to insure that
   1. All windows are closed and secured.
   2. All drapes are completely drawn.
   3. All doors are secured by lock.
   4. All exterior lights are operational.
   5. Any discrepancies are reported to the Chief of Police as soon as possible.

Adult Learning Center

SECURITY

A. Periodically checked for security by the Chief of Police and the City of Alvin Police Department.

PROVISIONS FOR SECURITY

A. Employees have been instructed to insure that
   1. All windows are closed and secured.
   2. All drapes are completely drawn.
   3. All doors are secured by lock.
   4. All exterior lights are operational.
   5. Any discrepancies are reported to the Chief of Police as soon as possible.

Towne Plaza Classrooms

SECURITY

A. Periodically checked for security by the Chief of Police and the City of Alvin Police Department.

PROVISIONS FOR SECURITY

A. Employees have been instructed to insure that
   1. All windows are closed and secured.
   2. All drapes are completely drawn.
   3. All doors are secured by lock.
   4. All exterior lights are operational.
   5. All discrepancies are reported to the Chief of Police as soon as possible.

Alvin Community College Theatre

SECURITY

A. Periodically checked for security by the Chief of Police and the City of Alvin Police Department.

PROVISIONS FOR SECURITY

A. Employees have been instructed to insure that
   1. All windows are closed and secured.
   2. All drapes are completely drawn.
   3. All doors are secured by lock.
   4. All exterior lights are operational.
   5. Any discrepancies are reported to the Chief of Police as soon as possible.

Communications System

RADIO (Primary)

A. All personnel on duty will carry the hand-held radio in the holster attached to the Sam Browne Belt.
B. Time check will be made every hour and half-hour per Federal Communications Commission Regulations.
C. Radio Communications will be held to a minimum, and strict radio procedure will be adhered to.

TELEPHONE (Secondary)

A. The telephone is to be used as a secondary means of communications.
B. Requests for non-emergency information.

Classroom Security

All classrooms with sensitive equipment will be checked at least twice during each tour of duty.

All classrooms with sensitive equipment will be secured when not in use. (See Orders Book)

All classrooms will be checked at the end of the last class to insure that no fire hazards exist.

Office Security

All offices will be secured after 5:00 p.m. on weekdays, and during all weekends and holidays unless in use.

Offices will be checked for security at least twice during each tour of duty.

All offices will be checked at the end of the last class to insure that no fire hazards exist.

Athletic Facilities

FIELD HOUSE (Gym)

A. Will be secured by the officer on duty after the last class.
B. A thorough check will be made to insure that all persons have exited.
C. All doors and windows will be checked to insure they are secured and locked.
D. Only authorized persons will be allowed in the Field House after class hours.

TENNIS COURTS

A. Coin operated light boxes will be checked at least twice during each tour of duty.
B. Lights will not be turned on by the master switch without the approval of:
   1. Athletic Director
   2. Tennis Coach
   3. Chief of Police
C. Skating will not be allowed on the tennis courts.

Building Security

All buildings will be checked for security once each hour for security. This will include all:

A. Doors
B. Windows

Any discrepancies will be noted in the Daily Log.

The Chief of Police will be contacted immediately upon discovery of a forced entry or attempted forced entry into any buildings on campus.

Outside Security and Lights

The outside area will be checked once each hour.

A. Any vehicles left in the parking lots after class hours will be logged in the Daily Log.

OUTSIDE LIGHTS

A. Any outside lights that are inoperative will be reflected on a "Calls for Service Form". (Annex #2)
B. Overhead lights in the rear parking lot will be turned on 30 minutes prior to darkness, and turned off 30 minutes prior to daylight.

Emergency Situations

If a situation arises that the officer on duty considers to be an emergency, he will immediately call the supervisor on call.

If the situation involves a crime against Alvin Community College property or personnel, all circumstances will be reflected on an Offense Report. (Annex #3)

All other situations will be reflected on an Incident Report. (Annex #3)

If the officer on duty feels that his life may be in danger, he will contact the City of Alvin Police Department (Channel B-Call Sign 117) and request a back-up unit.

The Chief of Police will be contacted immediately if any type of criminal offense is committed on Alvin Community College property.

Work Schedules

Work schedules will be posted one (1) week in advance.

All schedule changes must be approved by the Chief of Police.

All personnel scheduled for work will be at the appointed place, at the appointed time, and in the proper uniform.

Order Book

The Order Book will be checked immediately upon assuming duty.

All new orders will be initialed by each employee.

Officer Mail Boxes

A copy of all schedules, schedule changes, new policies and procedures and other information will be placed in the Mail Boxes.

Mail Boxes will be checked and cleared out at least twice each week.

COMPLAINTS

Duty of Supervisory Officer Relative to Personnel Complaints

Whenever a supervisory officer receives a complaint he shall, within twenty-four hours thereafter, transmit the same to the Director of Security. The supervisory officer in the meantime shall make a preliminary investigation of the complaint and shall forward his written report and recommendations on the case to the Director without undue delay.

Report to the Director of Security

All discipline imposed under the authority of the section of these regulations entitled, "Official Reprimand," shall be reported to the Director of Security with the circumstances thereof and with the endorsements of all intermediate unit supervisors in the pertinent chain of command. After approval by the Director, the disposition shall be reported to the accused officer in writing, and a copy of same shall be placed in the personnel file of the accused officer.

Complaints by the Director

The Director of Security may make a written unverified complaint against any member of the force upon general information or belief that such a member is guilty of any of the offenses set out in these regulations.

Complaints by Citizens

Any citizen may make written complaint against a member of the department upon information or belief that such member has been guilty of any of the offenses set forth in the section entitled "Disciplinary Offenses." Such complaint may be filed with any supervisory officer on duty. Said complaint shall be investigated by the Director of Security or his designee. The results of any assigned investigation will be reported to the Director.

Unreasonable Complaint

No charge of an unreasonable or frivolous nature shall be lodged against a member of the department unless there is sufficient reason to believe that the accusations can be

proved by presentation of factual evidence. The Director of Security shall have the final determination of such complaints.

Suspension

A member of the force against whom a complaint has been lodged or charges preferred may be suspended and while under suspension shall be carried on the rolls of his unit. If found guilty, he shall receive no compensation for the period that he was under suspension. The power of suspension shall be vested in the Director of Security or any supervisory rank (three (3) days maximum suspension) down to and including shift supervisor. When suspension is not by the Director of Security, the supervisory officer will inform the violator that he is suspended and will report to the Director of Security on the next working day of the Director even though such day may be the violator's regular day off.

Wearing of Uniform Forbidden

While under suspension, a member shall not wear the uniform or insignia of his rank and shall surrender all department property to his superior to demand.

Intercession Forbidden

A member of the force under charges or suspension shall not cause or procure any person to intercede or to interfere, either personally or by communication, with the Director of Security or any member of the force, or with any persons who may be a witness against him.

UNIFORM REGULATIONS

When Uniform is Worn

The uniform shall be worn at all times during duty hours, unless otherwise directed. The uniform may be worn on such other accasions as good jugement and the General Rules of Conduct may permit.

When Uniform is Not Worn

A. The uniform shall not be worn while performing any personal undertaking or activity which would detract from the dignity of the uniform. (Washing a car, painting a house, playing golf, driving a tractor, etc.)

B. The uniform shall not be worn in contravention of the General Rules of Conduct of the Department.

Trousers

A. The trousers shall be kept cleaned and pressed, and in good repair, with no worn spots on the pockets, and no gaping flys or seams.

B. The cuff of all trousers should be low enough to prevent the appearance of "high-water" trousers.

Shirts

A. Winter shirts will be worn with tie.
B. Summer shirts will be worn without tie.
C. The shirt shall be completely buttoned at all times, except at the collar on summer shirts, and shall be kept cleaned and pressed.
D. Shirt pocket flaps shall be buttoned at all times. Pockets shall not be "loaded" with items to give a bulging appearance.
E. Shirts with frayed collars, or with noticeable rips or tears, shall not be worn.
F. Collar emblems (PD) will be attached as directed by drawing.
G. Jewelry or other accessories will not be worn on uniform.

Badge

The badge to be worn by all officers shall be that which is issued. No alteration of badge will be permitted.

Insignia of Rank

Insignia for ranking officers shall be of the approved design.

APPLICANTS FOR THE POSITION OF PATROL OFFICER

Definition

When so appointed and duly sworn as a Peace Officer on campus, he will provide police security, and fire protection and perform other duties as required.

Prerequisites for the Position

Applicant for this position must be at least 18 years of age, be a high school graduate, or equivalent, be enrolled in the College Law Enforcement Degree Program, be in good physical condition, be free of organic or disqualifying diseases, be able to stand a rigid character and background investigation, and possess a valid Texas Motor Vehicle Operator's License.

Scope

Aptitude for advanced law enforcement work; knowledge of these functions and obligations of the Campus Police system, ability to direct traffic and interest in traffic and parking problems; knowledge of the use and care of firearms, ability to exercise clear, quick thinking in emergencies; initiative and good judgement; firm tactful manner in dealing with others; personality which insures ability to meet the public courteously; and intelligently; ability to write clear, concise, and intelligible reports; learn and apply the principles of first aid; maintain and follow directions; perform security and law enforcement duties; have some knowledge of modern fire fighting methods; ability to cooperate with representatives of other law enforcement agencies; willlingness to work at night, weekends, and to report for duty at any time when an emergency arises.

APPENDIX D

ALVIN COMMUNITY COLLEGE
3110 MUSTANG ROAD
ALVIN, TEXAS 77511
(713) 331-6111

Dear Sir:

Enclosed you will find a copy of Alvin Community College Campus Police Department Police handbook. Please read each section and check appropriate response. You may comment on each section. Circle one response.

I. ORGANIZATION OF THE SECURITY DEPARTMENT

Good Satisfactory Unsatisfactory

Comment _____

_____

II. GENERAL REGULATIONS - CONDUCT REGULATIONS

Good Satisfactory Unsatisfactory

Comment _____

_____

III. STANDARD OPERATING PROCEDURES

Good Satisfactory Unsatisfactory

Comment _____

_____

IV. CAMPUS PATROL

Good Satisfactory Unsatisfactory

Comment _____

_____

Sincerely,

John Bethscheider
Asst. Director of Security

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Enclosure